

Salt Spring Island Public Library
Minutes
Board of Trustees Meeting
Tuesday January 16, 2024, 9:30 am

Present: Adrian Wright – Chair, Anne Zeller – Vice Chair, Richard Swann – Treasurer, Peter Freeman, Andrea Little, Garth Hendren, Joi Freed-Garrod, Karen Hudson – Library Director, Christine Arpita – Recording Secretary.

Absent: Gary Holman – CRD Director, Tracy Watkins, Christine Hunt

1. Call to order

Adrian called the meeting to order at 9:35 a.m.

Acknowledgement of Indigenous land and Mission Statement

Adrian read the Mission Statement and Anne acknowledged she is thankful that we live, work, and play on lands that belonged to others before we got here.

2. Approval of Agenda

- *Motion: Moved by Joi, Seconded by Garth
That the agenda be approved as amended.
Approved*

3. Approval of November 21, 2023 Minutes

- *Motion: Moved by Peter, Seconded by Joi
That the Minutes of November 21, 2023 be approved.
Approved*

4. Consent Agenda

Committee Reports

The committee reports were presented. Anne spoke to the Board Retreat and Self Evaluation later in the meeting. There was no Library Foundation report.

Library Director Report

No comments or questions on the report.

- *Motion: Moved by Garth, Seconded by Joi
That the Consent Agenda items be approved.
Approved*

5. Finance Committee – Reallocation of Capital Funds Budget in FY 2023

The capital budget for Computer cost was not fully spent in 2023, and other capital costs including those related to the upgrade of the Children's area were incurred in 2023. Rather than moving funds in and out of the Capital Reserve, the Finance Committee recommended that a portion of the capital budget be reallocated. Funds were spent for repairs, the children's shelving and for the flooring.

- *Motion: Moved by Richard, Seconded by Garth*
That the Board approve a reallocation of \$10,000 of approved Capital Expenditures funds from line “Capital Expenditures - Computer Cost” to line “Capital Expenditures – Furniture and Equipment”; and \$10,000 of approved Capital Expenditures funds from line “Capital Expenditures - Computer Cost” to Capital Expenditures – Lease-hold Improvement
Approved

6. 2023 Strategic Initiatives Objectives – Year-end Report Circulated

Karen presented the report and plan highlighting items from the five Strategic Priorities. The Major Donor event was discussed, as well as sending out a thank you message to all valid adult card holders, describing some of what the Library has accomplished. A notice for the AGM could be included. The Board acknowledged Karen’s management of the ambitious strategic plan. Karen noted that sufficient staffing is crucial to achieve goals.

Related to advocacy, Karen noted the library’s relationship with Adam Olsen and his ongoing support of libraries in BC in general, and specifically for our library’s reconciliation-related programs. He was thanked for the Enhancement fund and details of related projects were described to him. He will be asked to be Master of Ceremonies for the Indigenous Learning Area opening.

Karen highlighted upcoming work related to the 6-year strategic plan:

- Develop plan for next three years
- Accessibility plan will be major focus – signage, etc.
- Increased communication, especially video through social media
- Focus on the building sustainability – library tours and promotion.
- Living library program establishment where patrons can “borrow people”

7. Correspondence - none

8. Board Development Committee – Board Retreat

Anne provided a general draft outline for the Board retreat. Four senior staff will be encouraged to attend. The tentative time and date is 9:30 am – 4 pm, Sunday April 21 at Peter Freeman’s residence. There are two general goals:

- Team building with – board and staff integration
- Building on diversity issues – especially Reconciliation
 - So that these diverse populations feel welcome in the library
 - So that the population in general can learn and value alternative views and means of expression

Morning session – Team building – introductions and small group exercise – board input appreciated

Afternoon session – Interactive diversity and Reconciliation program, possibly with a facilitator. Karen will forward a link to a video with related content.

9. Board Development Committee – Board Self Evaluation

Anne provided the evaluation forms and some instruction. If Board members prefer to remain anonymous, they can drop off forms in an envelope in the Administrator office.

10. Other Business

Board Calendar – circulated

11. CRD Report – no report

12. Upcoming Regularly Scheduled Work and Meetings

- Finance Committee – Feb 6, 2024, 9 am – ZOOM
- Executive Committee – Feb 6, 2024, 10 am – ZOOM
- Policy Committee – Feb 7, 2024, 9:30 am
- Board Development Committee – Feb - TBC
- BOT February Meeting – Feb 20, 2024, 9:30 am
- BOT March Meeting – March 12, 2024, 9:30 am
- Annual General Meeting – March 14, 2024, 3:30 pm

13. Motion to Adjourn – 9:35 a.m.

- *Motion: Moved by Anne
That the meeting be adjourned.*

14. In Camera